

***I Know How to Develop Learning Habits and Skills that  
I Can Use Throughout Life.***

**AREA:** Educational and Vocational Development  
**CATEGORY:** Improving Basic Skills and Study/Learning Skills  
**TIME:** 50 minutes  
**GROUP SIZE:** Class **GRADE LEVEL:** 9-10  
**MATERIALS:** Note cards, small assignment notepad, three-ring binder with pocket folder inserts, and "Study Skills Survey" activity sheet

***Study Skills for High School and Beyond***

***Introduction:***

This lesson provides a general overview of study skills from getting organized to taking tests.

***Procedure:***

1. Explain to the class that the goal of this session is for students to identify three things they can do individually to improve their grades in school.
2. Distribute the "Study Skills Survey" activity sheet to the class. Explain that this survey will help determine their present study habits. Stress that by the end of this lesson, each student should be able to find ways to improve his or her school performance.
3. Ask the class to complete the activity sheet. After they have completed the activity sheet, ask students to look over their responses.
4. Tell students to keep in mind that at the conclusion of this lesson, they will be asked to set three goals related to their study habits and skills.
5. Write on the board in capital letters, "GET ORGANIZED!" Explain that this is the key to all that follows. Ask students what it means to be organized.
6. First, display the three-ring binder containing a number of individual folders with pockets. Explain why this is an ideal tool. All materials for all classes can be kept and organized in one place. The three rings hold notebook paper and the pockets can be used to secure handouts distributed by teachers.
7. Second, display a small pad of paper or spiral notebook to be used for assignments. Demonstrate how to create an assignment book by using one page for each day, writing the date at the top, and then (in columns, left to right) each class, the assignment, and the due date. Tell students to check each completed assignment and draw a line through assignments that have been turned in.
8. Next, discuss various ways in which listening may bring success. Suggest that students keep their eyes and ears on the teacher, volunteer to answer questions, ask a questions, and figure out how they will be tested on the material.
9. Discuss how students can make the best use of their time at home. Suggest the following:
  - a) Study for one to two hours each night. Even if a formal assignment isn't given, spend about 20 minutes every night reviewing each subject.
  - b) Find a place free of distractions to study.
  - c) Decide how you work best. Decide if you want quiet or music. Some people prefer and benefit from background sound. If you find yourself singing along with the music, you are probably being distracted from your homework.
  - d) Do not study in front of the TV.
  - e) Plan the order of your work. It is usually best to study for tests first. After that, tackle the hardest homework.
  - f) Take a break every hour. Do something physical, even if it's just walking around or stretching.

10. Explain to students that they can use note cards to study for some subjects. Suggest that they use 3" x 5" note cards to turn class and reading notes into questions by writing the question on one side and the answer on the back. Explain that as they review, they can separate the cards into the ones they know and the ones they don't know. Encourage students to develop essay questions on the cards as well.
11. Explain that studying for math requires a different approach. Suggest the following:
  - a) It helps to have a lot of practice, in other words, lots of homework. Also, ask the teacher for help whenever you don't understand - even if you have to ask again and again and again! If it gets a little embarrassing with the whole class listening, arrange to meet with your teacher after school if you need more help.
  - b) At home, follow through the model problems in the book. Try to do some without looking at the book's solution.
  - c) Be solid on the rules for solving equations; memorize the order of the steps.
  - d) Use note cards. From each day's assignment, make two cards with a problem on one side and the solution on the other. By the end of the unit, you will have accumulated a practice test for review. This is the best way to keep all the concepts in a unit together for review.
12. Stress that students should not cram for tests. Explain that if students follow the steps you have recommended, reviewing for tests should be easy. Suggest that they use their note cards and talk aloud as they study. This process stores the information through both the auditory and the visual channels.
13. Ask if students have any questions about study skills they are presently using. Sometimes the issue of studying with friends is raised. This can be good in terms of quizzing each other or clarifying complex ideas, but note that they should also spend a good amount of time studying alone.
14. Ask students to write three goals for themselves on their surveys. Ask for volunteers to share their goals. Follow up with the students after a couple of weeks to check on their success in meeting their goals.

### **Notes:**

This lesson is appropriate to use near the beginning of the year with the entering class.

### **Evaluation Suggestions:**

Refer to Section VI of the manual.

Directions: Check as many answers that apply for each.



I pay attention in class.

I do not disturb my neighbors.

I make sure that I can see the chalkboard.

I make sure that I can hear assignments.

I understand assignments when they are given.

I ask my teacher for help when I do not understand.

I write down assignments so that I will not forget them.

I have set aside time each day to study after school.

I bring materials I need for class to school every day.

I keep materials such as pencils, pens, and paper at home to do homework.

I turn in assignments on time.

I plan my study time to finish all of my assignments.

I try not to waste time.

I do the hardest work first.

When studying for tests, I plan ahead so that I do not have to cram at the last minute.

I keep working until I know the answers.

When studying for tests, I try to think about the topics that are most important.

[illegible]

Read the statements again and look at your answers. Are you happy with your answers? Discuss them with your teacher or counselor. See if that person feels the same way you do about your answers. Ask for suggestions on how to improve your study habits. Wait a few weeks and answer this survey again.